



**Town of Shelburne Asset Management Committee**  
Meeting Minutes  
June 18, 2019

**Present:** Chris Sharpe, Karen Mattatall, Nolan Young, Darren Shupe, Andrew Jones, Jay Pilzer, Grant Balsdon, Elizabeth Acker

**Regrets:** Danielle St. Louis, Matt MacInnis, Dylan Heide, Jane Crowell

1. **Meeting called to order:** 7:11 pm
2. **Approval of Agenda:** Motion to approve agenda made by Jay, seconded by Elizabeth. Motion carried.
3. **Minutes of Previous Meeting:** Motion to approve meeting minutes from June 4, 2019 made by Elizabeth, seconded by Nolan. Motion carried.
4. **Old Business:**
  - a. **Communications** – Discussion was held on the use of videos in past years to help explain the annual budget process and outcome.
  - b. **Review of Other AM Process Updates – Facilities Management Overview; Disposal of Property Policy**  
Discussion was held on the staff efforts to compile information on the Town’s facilities and buildings to help inform the Committee’s discussion. All Town-owned properties were review and a short-list of approximately 15 properties were chosen for additional analysis and discussion.
5. **New Business:**
  - a. **Review of Upcoming Meetings** – Community Engagement Workshop will be held on June 21<sup>st</sup> with Christina Benty in Fall River.
6. **Next Meeting:** July 4, 2019, 7:00pm in Council Chambers
7. **Adjournment:** Elizabeth moved for adjournment at 8:46pm.